SharpSchool
helping schools succeed

User Guide

Chapter 6

Teacher Pages

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VII. Useful Links

SharpSchool's Useful Links features a Document Container that streamlines your resource sharing needs by allowing you to upload documents and other resources into useful folders for users to download from.

Tip: You can use the **Document Container** for things such as:

1) Storing homework assignments
2) Field trip forms
3) Curriculum

To access the **Document Container** assigned to your teacher page:

1) Click on the **Document Container** link from the left navigation bar of your teacher page. This will lead you to your document container.

1) Upload a Single File

1) To upload a file to your document container, click on the **Add New Item** dropdown menu and select **File.**

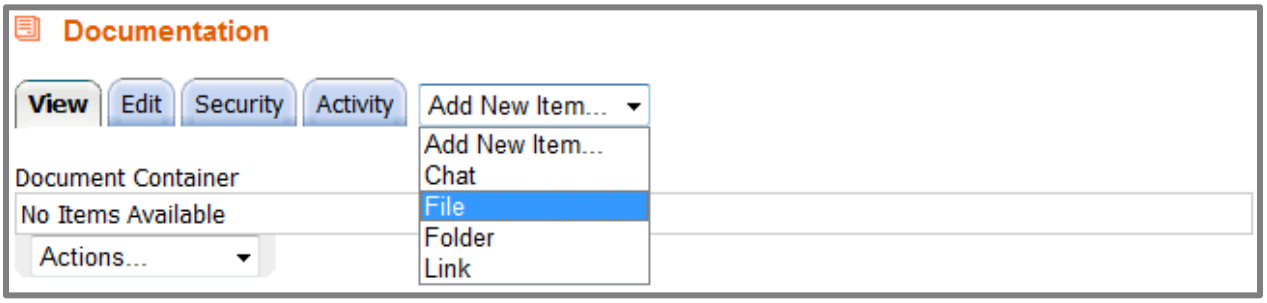

Figure 31: Document Container

2) The following window has multiple fields (refer to *Figure 36: Document Container - Add a File*), these are:
   a. **Name:** Name the document, as this is what will be displayed in the **Document Container.**
   b. **Browse:** Click on this button to select a file from your computer or server.
   c. **Description:** A simplified WYSIWYG Editor has been included for you to add a description of the document.
   d. Once all the information has been added, click on Add File to publish the file in the **Document Container.**

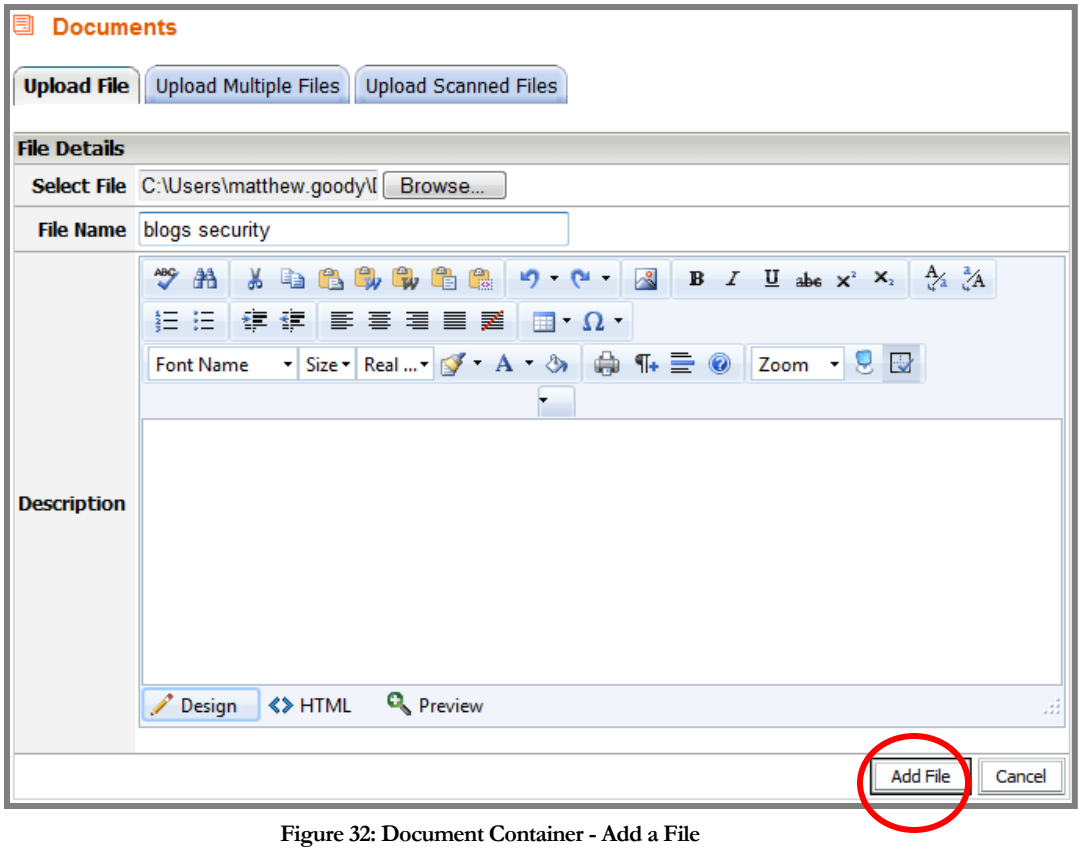

Figure 32: Document Container - Add a File

3) The result is an administrative view of your **Document Container**. Your file is now uploaded and ready to use.

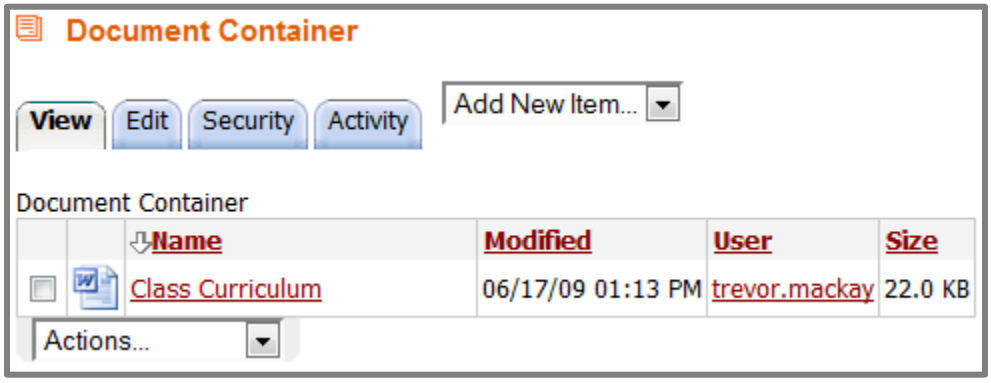

Figure 33: Document Container - Published File

2) Upload Multiple Files

To save time, you can upload several files at once through SharpSchool's **Upload Multiple Files** feature. To use this feature:

1) Click on the **Document Container** link from the left navigation bar of your teacher page. This will lead you to your document container. To upload a file to your document container, click on the **Add New Item** dropdown menu and select **File**.

2) Click on the **Upload Multiple Files** tab at the top of the Document Container. This will take you to the file upload editor.

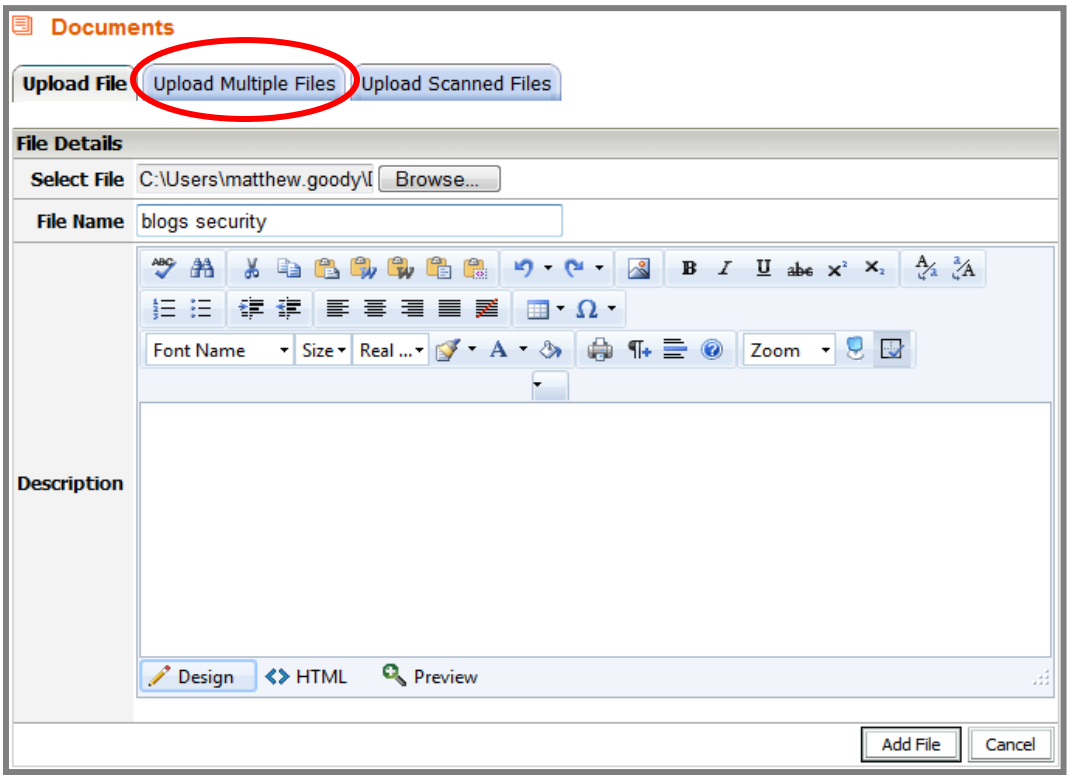

Figure 34: Document Container - Multiple File Upload

Note: This feature only works in Internet Explorer (IE). You may have to install an ActiveX control to use this editor on your browser. To do so, simply click on the prompt that directs you to install the XUpload Upload Control then click **Run** when the install window pops up. If this control is already installed you will not see this prompt.

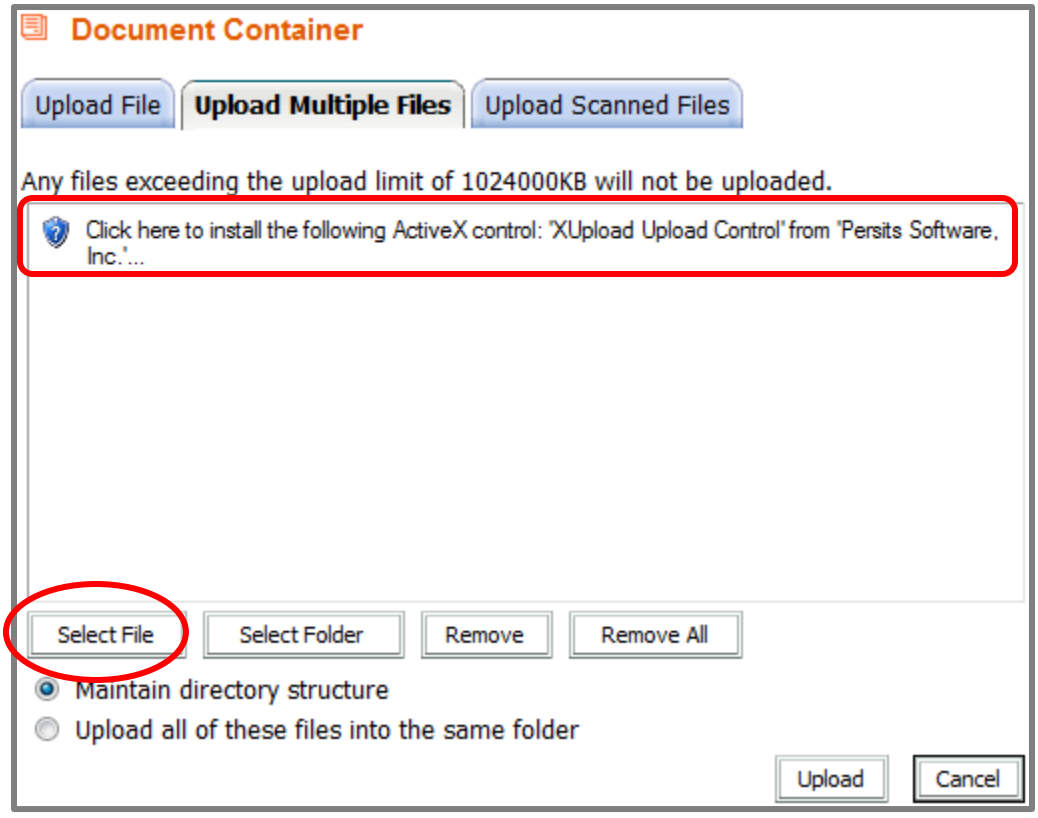
Document Container
Upload File
Upload Multiple Files
Upload Scanned Files
Any files exceeding the upload limit of 1024000KB will not be uploaded.
Click here to install the following ActiveX control: 'XUpload Upload Control' from 'Persits Software, Inc.'...
Select File
Select Folder
Remove
Remove All
Maintain directory structure
Upload all of these files into the same folder
Upload
Cancel

Figure 35: Document Container - Select Multiple Files

3) Within the **Choose File** window, locate the file you wish to upload. Once you have selected your file, click **Open**.
4) You may instead wish to upload an entire folder of files all at once. To do so, click **Select Folder**. From here, navigate to the location of the folder on your computer and click on it, and then click **Scan**.
5) Before uploading, if you decide you don't want to add one of the files listed in the window, click on that file and click on **Remove**.

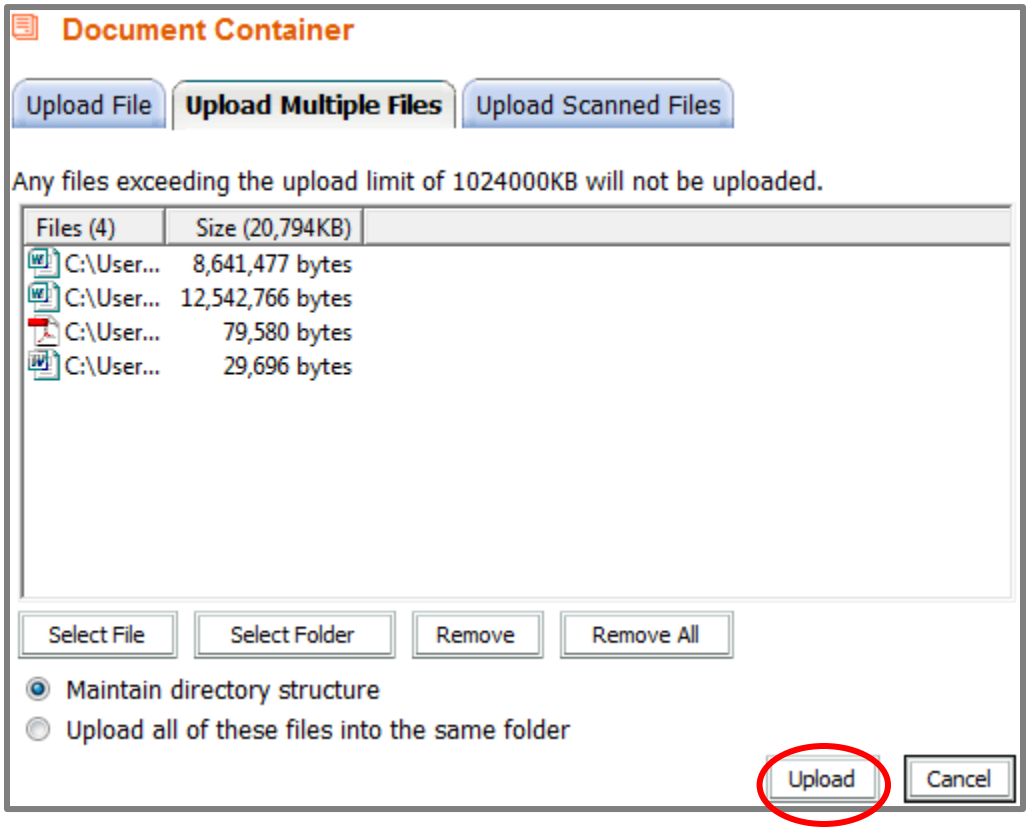

Figure 36: Document Container - Publish Multiple Files

6) When you have decided on which files you would like uploaded to your Document Container, click **Upload.** This will upload all of your selected files.

3) Creating Folders for your Files

You may wish to create personalized folders to organize your files. Doing so can clean up a cluttered workspace and provide easy navigation for users browsing your site.

To create folders for your files and links:

1) Click on the **Document Container** link from the left navigation bar of your teacher page. This will lead you to your document container. Click on the **Add New Item** drop-down menu and select **Folder**.
   a) Give your folder a name. This name will be displayed within your Document Container.
   b) You may provide a description to let others know of the contents of the folder.
   c) You may select an icon so that you can identify your folder by sight. To do so, click on the **Select Icon** link. This will open a window with a variety of icons for you to choose from. Click on the desired icon.

d) Once you have added your description and selected your icon, click the **Create Folder** button.

You have now created a folder for storing your resources.

4) Creating links to resources on the internet

If you have found online web-pages you would like to share with others, you can do so by creating links within your **Document Container**. It is a great way to easily share online content on your website.

To create links to other web pages:

1) Click on the **Document Container** link from the left navigation bar of your teacher page. This will lead you to your document container. Click on the **Add New Item** dropdown menu and select **Link**.
   a) Give your link a name. This name will be displayed within your **Document Container**.
   b) Type in the full web address of the site you wish to link to within the **Web Address (URL)** field.
   c) You may provide a description to let others know of the contents of the linked site.
   d) Once you have added your description and provided the correct web address, click the **Add Link** button.

   You have now created a link on your page directing to your desired website.

5) Modifying the Contents of the Document Container

If you wish to make changes to the contents or location of your files and folders and follow the proceeding steps:

a) How to edit a file

1) You may wish to change the name or the description of your file. To do so, click on the **Document Container** link available on the left navigation bar of your teacher page. This will lead you to your document container. Click on the file you wish to edit.

Note: If your file is stored in a folder, you will first have to navigate to where your file is stored by clicking on the folder(s)

2) Click on the **Edit File** tab along the top of your Document Container. From here you can make changes to the name and description of your file. When you have made your changes, click the **Update File** button. This will save the changes to your file.

b) How to edit a folder

1) To change the name, description or icon of your folder, first click on the **Document Container** link from the left navigation bar of your teacher page. This will lead you to your document container.
2) Click on the folder you wish to edit.
3) Click on the **Edit** tab along the top of your **Document Container**. From here you can make changes to the name, description and icon of your folder.
4) When you finished making your changes, click the **Update Folder** button. This will save the changes you have made to your Folder.

c) How to move a file or folder

1) If you wish to move your files, folders and links to another location within your **Document Container**, first click on the **Document Container** link from the left navigation bar of your teacher page. This will lead you to your document container. Click on the checkbox to the left of the file, folder or link you wish to move

Tip: You can save time by moving several items at once. Simply check the box next to every item you wish to move to the same new destination.

2) Click on the **Actions** dropdown menu at the bottom of your document container. From here select **Move Selected**.

3) On this page click on the **Browse** link next to the Select Destination field to select a new location within your document container for your items. A new window will pop up.

4) Navigate your way to your desired destination folder by clicking on the names of the folders on the way to your destination folder. When you have located the folder you wish to contain your selected items, click on the **Select** link on the right side of the window for that folder.

5) Click on the **Move to Here** button to move your selected items.

Warning: If you move a folder to a new location, all the items within that folder will be moved as well

d) How to delete a file or folder

1) If you wish to delete your files, folders or links, first click on the **Document Container** link from the left navigation bar of your teacher page. This will lead you to your document container. Click on the checkbox to the left of the file, folder or link you wish to delete

Tip: You can save time by deleting several items at once. Simply check the box next to every item you wish to remove.

2) Click on the **Actions** drop-down menu at the bottom of your document container. From here select **Delete Selected**.

3) You will be taken to a confirmation screen. Click **Yes** if you are certain about deleting the selected items. Once deleted, the items are permanently removed, so take care to confirm that the items listed on this page are the ones you wish to delete.

Warning: If you delete a folder, all items within that folder will also be deleted.